

# STATE PERSONNEL BOARD CALENDAR



**JULY 11, 2006**

**SACRAMENTO**

**State of California**

**Memorandum**

**DATE:** June 30, 2006

**TO:** ALL INTERESTED PARTIES

**FROM:** STATE PERSONNEL BOARD – Executive Office

**SUBJECT:** Notice and Agenda for the **July 11, 2006**, meeting of the State Personnel Board.

PLEASE TAKE NOTICE that on July 11, 2006, at offices of the State Personnel Board, located at 801 Capitol Mall, Room 150, Sacramento, California, the State Personnel Board will hold its regularly scheduled meeting. Pursuant to Government Code section 11123, a teleconference location may be conducted for this meeting at 320 W. 4<sup>th</sup> Street, Los Angeles, California.

The attached Agenda provides a brief description of each item to be considered and lists the date and approximate time for discussion of the item.

Also noted is whether the item will be considered in closed or public session. Closed sessions are closed to members of the public. All discussions held in public sessions are open to those interested in attending. Interested members of the public who wish to address the Board on a public session item may request the opportunity to do so.

Should you wish to obtain a copy of any of the items considered in the public sessions for the July 11, 2006, meeting, please contact staff in the Secretariat's Office, State Personnel Board, 801 Capitol Mall, MS 52, Sacramento, California 95814 or by calling (916) 653-0429 or TDD (916) 654-2360, or the Internet at:

**<http://www.spb.ca.gov/calendar.htm>**

Should you have any questions regarding this Notice and Agenda, please contact staff in the Secretariat's Office at the address or telephone numbers above.

A handwritten signature in black ink, appearing to read 'Karen Yu', with a stylized flourish at the end.

Karen Yu  
Secretariat's Office

Attachment



**CALIFORNIA STATE PERSONNEL BOARD**

801 Capitol Mall • Sacramento, California 95814 • [www.spb.ca.gov](http://www.spb.ca.gov)

ARNOLD SCHWARZENEGGER, Governor



**CALIFORNIA STATE PERSONNEL BOARD MEETING<sup>1</sup>**

801 Capitol Mall  
Sacramento, California

Public Session Location – 801 Capitol Mall  
Sacramento, California, Room 150  
Teleconference – 320 West 4<sup>th</sup> Street<sup>2</sup>  
Los Angeles, California, Suite 620

Closed Session Location – 801 Capitol Mall  
Sacramento, California, Room 141  
Teleconference – 320 West 4<sup>th</sup> Street  
Los Angeles, California Suite 620

**FULL BOARD MEETING – JULY 11, 2006**

<sup>1</sup> Sign Language Interpreter will be provided for Board Meeting upon request - contact Secretariat at (916) 653-0429, or CALNET 453-0429, TDD (916) 654-2360.

<sup>2</sup> Pursuant to Government Code section 11123, a teleconference location may be conducted for this meeting at 320 West 4<sup>th</sup> Street, Los Angeles, California.

**FULL BOARD MEETING AGENDA<sup>3</sup>**

**JULY 11, 2006**  
9:00 a.m. – 3:45 p.m.  
(or upon completion of business)

PLEASE NOTE: ALL TIMES ARE APPROXIMATE AND ARE SUBJECT TO CHANGE

**PUBLIC SESSION OF THE STATE PERSONNEL BOARD**

**(9:00 a.m. – 9:45 a.m.)**

1. **ROLL CALL**
2. **REPORT OF THE EXECUTIVE OFFICER – Floyd D. Shimomura**
3. **REPORT OF THE DEPARTMENT OF PERSONNEL ADMINISTRATION (DPA)**  
- **DPA Representatives**
4. **REPORT OF THE CHIEF COUNSEL – Elise Rose**
5. **NEW BUSINESS**

Items may be raised by Board Members for scheduling and discussion for future meetings.

6. **REPORT ON LEGISLATION – Sherry Evans**

The Board may be asked to adopt a position with respect to the bills listed on the legislation memorandum attached hereto.

**(9:45 a.m. – 10:15 a.m.)**

7. **HEARING – Public Hearing Regarding State Employment Application (STD. 678 (Rev/ 12/2001))**  
- **Bruce Monfross, State Personnel Board**

Should the Instructions section of the state employment application, pursuant to Richard Toby (2001) SPB Dec. No. 01-04, clarify whether employees who have been rejected during their probationary period be required to answer “Yes” to Question No. 5 of the employment application?

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<sup>3</sup> The Agenda for the Board can be obtained at the following internet address:  
<http://www.spb.ca.gov/calendar.htm>

**BREAK**

**(10:15 a.m. – 10:30 a.m.)**

**PUBLIC SESSION OF THE STATE PERSONNEL BOARD**

**(10:30 a.m. – 11:00 a.m.)**

**8. ORAL ARGUMENT**

Oral argument in the matter of **PRECILLA CALAUNAN, CASE NO. 05-1737RPA**. Appeal from dismissal. Psychiatric Technician Assistant. Department of Developmental Services.

**(11:00 a.m. – 11:30 a.m.)**

**9. ORAL ARGUMENT**

Oral argument in the matter of **PAUL CHATHAM, CASE NO. 05-1287A & SARAH WIRTH, CASE NO. 05-1599A**. Appeal from five percent reduction in salary for six months and two work days suspension. Correctional Lieutenant and Correctional Sergeant. Department of Corrections and Rehabilitation.

**CLOSED SESSION OF THE STATE PERSONNEL BOARD**

**(11:30 a.m. – 12:00 p.m.)**

**10. EMPLOYEE APPOINTMENTS, DISCIPLINARY MATTERS, AND OTHER APPEALS**

Deliberations to consider matter submitted at prior hearing.  
[Government Code Sections 11126(d), 18653.]

**LUNCH**

**(12:00 p.m. – 1:00 p.m.)**

**PUBLIC SESSION OF THE STATE PERSONNEL BOARD**

**(1:00 p.m. – 1:30 p.m.)**

**11. INFORMATIONAL BRIEFING – PSYCH SCREENING**

- **California Department of Corrections and Rehabilitation Staff**

The SPB conducts required psychological screening for state safety employees, including correctional officers. This briefing will discuss ways in which the hiring process for correctional officers may be expedited given the urgent hiring need for more correctional officers.

**(1:30 p.m. – 2:00 p.m.)**

**12. INFORMATIONAL BRIEFING – CPS HUMAN RESOURCE SERVICES**

- **Jerry Greenwell, Chief Executive Officer, CPS Human Resource Services**

Quarterly informational briefing regarding the programs CPS Human Resource Services (CPS) provides through contract on behalf of the State Personnel Board and briefing on the types of services provided in the Human Resource Services area for other state departments.

**(2:00 p.m. – 2:30 p.m.)**

**13. INFORMATIONAL BRIEFING – CEA POSITIONS IN STATE CIVIL SERVICE**

- **California State Personnel Board Staff**

Informational Briefing for the five-member State Personnel Board on Career Executive Assignment (CEA) positions in State Civil Service.

**(2:30 p.m. – 2:45 p.m.)**

**14. STATE PERSONNEL BOARD HEROES**

- **California State Personnel Board Staff**

SPB staff wishes to show our appreciation to the following individuals who have partnered with SPB this past year and who have helped to make it possible for us to move forward with critical civil service reform efforts.

- Mitch Coppin, Commission on Peace Officer Standards and Training
- Claudina Nevis, State CIO's Office
- Caroline Cabias, State CIO's Office
- Margarita Maldonado, Service Employees International Union, Local 1000
- Mary Hernandez, Service Employees International Union, Local 1000
- Karen Lynch, Department of Personnel Administration
- Daryll Tsujihara, Department of Personnel Administration
- Clark Kelso, State CIO

**CLOSED SESSION OF THE STATE PERSONNEL BOARD**

**(2:45 p.m. – 3:15 p.m.)**

**15. EMPLOYEE APPOINTMENTS, DISCIPLINARY MATTERS, AND OTHER APPEALS**

Deliberations to consider matter submitted at prior hearing.  
[Government Code Sections 11126(d), 18653.]

**16. DELIBERATION ON ADVERSE ACTIONS, DISCRIMINATION COMPLAINTS, AND OTHER PROPOSED DECISIONS SUBMITTED BY ADMINISTRATIVE LAW JUDGES**

Deliberations on matters submitted at prior hearing; on proposed, rejected, remanded, and submitted decisions; petitions for rehearing; and other matters related to cases heard by administrative law judges of the State Personnel Board or by the Board itself. [Government Code Sections 11126 (d), and 18653 (2).]

**17. PENDING LITIGATION**

Conference with legal counsel to confer with and receive advice regarding pending litigation when discussion in open session would be prejudicial.  
[Government Code sections 11126(e)(1) and 18653.]

Connerly v. State Personnel Board, California Supreme Court,  
Case No. S125502.

International Union of Operating Engineers v. State Personnel Board,  
Public Employment Relations Board (PERB) Case No. SA-CE-1295-S.

**18. RECOMMENDATIONS TO THE LEGISLATURE**

Deliberations on recommendations to the legislature.  
[Government Code section 18653.]  
- Implementation of AB 124

**19. RECOMMENDATIONS TO THE GOVERNOR**

Deliberations on recommendations to the Governor.  
[Government Code section 18653.]  
- Implementation of AB 124

**PUBLIC SESSION OF THE STATE PERSONNEL BOARD**

**(3:15 p.m. – Onwards)**

**20. DISCUSSION OF COMING BOARD MEETING SCHEDULE OF JULY 25, 2006, IN SACRAMENTO, CALIFORNIA**

**BOARD ACTIONS:**

21. **ADOPTION OF THE STATE PERSONNEL BOARD SUMMARY MINUTES OF JUNE 6, 2006**
22. **EVIDENTIARY CASES - (See Case Listings on Pages 11–18)**
23. **RESOLUTION EXTENDING TIME UNDER GOVERNMENT CODE SECTION 18671.1 EXTENSION - (See Agenda on Pages 24–25)**
24. **NON-EVIDENTIARY CASES - (See Case Listings on Pages 18–22)**
25. **NON-HEARING CALENDAR**

The following proposals are made to the State Personnel Board by either the Board staff or Department of Personnel Administration staff. It is anticipated that the Board will act on these proposals without a hearing.

Anyone with concerns or opposition to any of these proposals should submit a written notice to the Executive Officer clearly stating the nature of the concern or opposition. Such notice should explain how the issue in dispute is a merit employment matter within the Board's scope of authority as set forth in the State Civil Service Act (Government Code section 18500 et seq.) and Article VII, California Constitution. Matters within the Board's scope of authority include, but are not limited to, personnel selection, employee status, discrimination and affirmative action. Matters outside the Board's scope of authority include, but are not limited to, compensation, employee benefits, position allocation, and organization structure. Such notice must be received not later than close of

business on the Wednesday before the Board meeting at which the proposal is scheduled. Such notice from an exclusive bargaining representative will not be entertained after this deadline, provided the representative has received advance notice of the classification proposal pursuant to the applicable memorandum of understanding. In investigating matters outlined above, the Executive Officer shall act as the Board's authorized representative and recommend the Board either act on the proposals as submitted without a hearing or schedule the items for a hearing, including a staff recommendation on resolution of the merit issues in dispute.

- A. **BOARD ITEMS PRESENTED BY STATE PERSONNEL BOARD OR DEPARTMENT OF PERSONNEL ADMINISTRATION TO ESTABLISH, REVISE OR ABOLISH CLASSIFICATIONS, ALTERNATE RANGE CRITERIA, ETC.**

**NONE**



**B. ABOLISHMENT OF CLASSES THAT HAVE HAD NO INCUMBENTS FOR MORE THAN TWO YEARS. DEPARTMENTS THAT UTILIZE THE CLASS AS WELL AS THE APPROPRIATE UNION HAVE NO OBJECTION TO THE ABOLISHMENT OF THESE CLASSES.**

**THE DEPARTMENT OF PERSONNEL ADMINISTRATION AND STATE PERSONNEL BOARD** propose to abolish the following unused classifications, which have been vacant for more than twenty-four months. Departments that utilize the class as well as the appropriate union have no objection to the abolishment of these classes. When classes are proposed to be abolished which are part of a class series, and other classes within the series will continue to be used, the class specification is included in the board item.

<b>Title</b>	<b>Class Code</b>
Service Assistant (Toll Collection)	1709
CalTRANS Accounting Administrator IV	6776
Labor Compliance Officer Division of Highways	9503
Senior Highway Outdoor Advertising Inspector	8850
Senior Legislative Clerk	1319
Operations Security Officer	4230
Calculating Machine Operator – Key Driven	1433
Service Assistant – EDP Operations	1356
*Supervising Aviation Consultant	5626

*\* Indicates classes which are part of a class series. Only the classifications listed above will be abolished. The revised class specification for the series noting the elimination of the abolished class has been included in this board item.*

**26. STAFF CALENDAR ITEMS FOR BOARD INFORMATION**

**NONE PRESENTED**

**27. CAREER EXECUTIVE ASSIGNMENT (CEA) CATEGORY ACTIVITY**

This section of the Agenda serves to inform interested individuals and departments of proposed and approved CEA position actions.

The first section lists position actions that have been proposed and are currently under consideration.

Any parties having concerns with the merits of a proposed CEA position action should submit their concerns in writing to the Classification and Compensation Division of the Department of Personnel Administration, the Merit Employment and Technical Resources Division of the State Personnel Board, and the department proposing the action.

To assure adequate time to consider objections to a CEA position action, issues should be presented immediately upon receipt of the State Personnel Board Agenda in which the proposed position action is noticed as being under consideration, and generally no later than a week to ten days after its publication.

In cases where a merit issue has been raised regarding a proposed CEA position action and the dispute cannot be resolved, a hearing before the five-member Board may be scheduled. If no merit issues are raised regarding a proposed CEA position action, and the State Personnel Board approves it, the action becomes effective without further action by the Board.

The second section of this portion of the Agenda reports those position actions that have been approved. They are effective as of the date they were approved by the Executive Officer of the State Personnel Board.

**A. REQUESTS TO ESTABLISH NEW OR REVISE EXISTING CEA POSITIONS CURRENTLY UNDER CONSIDERATION**

**CHIEF COUNSEL**

The California Children and Families Commission (CCFC) proposes to allocate the above position to the CEA category. The Chief Counsel will provide legal interpretations, analysis and advise to the Commission and Executive Director on legal issues as they affect the overall policies of the Commission.

**CHIEF COUNSEL**

The California Department of Aging proposes to allocate the above position to the CEA category. The Chief Counsel will provide counsel and policy direction to the Executive Staff; Long-Term Care and Aging Services Program; Community Based Services Program; Adult Day Health Care Program (Medi-Cal provider certification); Multipurpose Senior Services Program (Medi-Cal Waiver); Health Insurance Counseling and Assistance Program (HICAP); State Long-Term Care Ombudsman; and Administrative Services.

**CHIEF, FOOD STAMP BRANCH, WELFARE TO WORK DIVISION**

The Department of Social Services proposes to allocate the above position to the CEA category. The Chief, Food Stamp Branch directs the policy development, application and maintenance of uniform, statewide, programmatic and fiscal procedures related to the eligibility determination and employment services components of the Food Stamp Program assignments within the Branch.

**SENIOR SCIENCE AND POLICY ADVISOR**

The California Department of Food and Agriculture (CDFA) proposes to allocate the above position to the CEA category. The Senior Science and Policy Advisor will influence the future development of environmental policy, bio-technical policy, and the State's promotion of California.

**DEPUTY DIRECTOR, OFFICE OF PROBLEM GAMBLING**

The Department of Alcohol and Drug Programs proposes to permanently establish the above position to the CEA category. The Deputy Director, Office of Problem Gambling was approved to the CEA Category November 30, 2004 for a one year period. On November 29, 2005, SPB granted a one-year extension for the position. The Deputy Director, Office of Problem Gambling is responsible for the effective management, planning, direction, oversight, and policy development of statewide strategies to address the evolving needs of problem gambling, including intervention, prevention, and treatment services.

**B. EXECUTIVE OFFICER DECISIONS REGARDING REQUESTS TO ESTABLISH NEW OR REVISE EXISTING CEA POSITIONS**

**CHIEF, OFFICE OF BUSINESS MANAGEMENT BRANCH**

The Department of Motor Vehicles proposal to allocate the above position to the CEA category has been approved effective June 7, 2006.

**CHIEF OF OPERATIONS**

The Department of Motor Vehicles proposal to allocate the above position to the CEA category has been approved effective June 7, 2006.

**DEPUTY DIRECTOR, SECURITY MANAGEMENT DIVISION**

The Department of Technology's proposal to allocate the above position to the CEA category has been approved effective June 2, 2006.

**ADMINISTRATIVE SERVICES DIVISION**

The Prison Industry Authority's proposal to allocate the above position to the CEA category has been disapproved effective May 24, 2006.

**28. EMPLOYEE APPOINTMENTS, DISCIPLINARY MATTERS, & OTHER APPEALS**

Deliberations to consider matter submitted at prior hearing. [Government Code sections 11126(d), 18653.]

**29. WRITTEN STAFF REPORT FOR BOARD INFORMATION**

**Annual Report to the Legislature – 2005 Discrimination Complaint Activity in the State Civil Service**

This report is prepared to comply with Government Code Section 19702.5(c), which requires the Board to annually report to the Legislature on discrimination complaint activity in the state civil service. State Departments are required to submit information to the Board on a quarterly basis. The EEO Office of each department typically provides the data. The information requested includes internal formal and informal discrimination complaints as well as formal complaints filed directly with the Department of Fair Employment and Housing and the Equal Employment Opportunity Commission. In addition, Appeals cases involving discrimination are also integrated into this report.

**30. PRESENTATION OF EMERGENCY ITEMS AS NECESSARY**

**31. BOARD ACTIONS ON SUBMITTED ITEMS – (See Agenda on Page 23)**

These items have been taken under submission by the State Personnel Board at a prior meeting and may be before the Board for a vote at this meeting. This list does not include evidentiary cases, as those are listed separately by category on this agenda under Evidentiary Cases.

**A D J O U R N M E N T**

## 22. EVIDENTIARY CASES

The Board Administrative Law Judges conduct evidentiary hearings in appeals that include, but are not limited to, adverse actions, medical terminations, demotions, discrimination, reasonable accommodations, and whistleblower complaints.

### A. BOARD CASES SUBMITTED

These items have been taken under submission by the State Personnel Board at a prior meeting. Cases that are before the Board for vote will be provided under separate cover.

(1) **ALEJANDRO GILL, CASE NO. 05-0054RA**

Appeal for dismissal

**Classification:** Correctional Officer

**Department:** Department of Corrections and Rehabilitation

Proposed decision rejected January 6, 2006.

Transcript prepared.

Oral argument heard May 2, 2006, Los Angeles.

Case ready for decision by FULL Board

(2) **JUDY JOHNSON, CASE NO. 05-1367A**

Appeal from automatic resignation

**Classification:** Motor Vehicle Field Representative

**Department:** Department of Motor Vehicles

Proposed decision rejected February 21, 2006.

Transcript prepared.

Oral argument (written record) submitted May 2, 2006,  
Los Angeles.

Case ready for decision by FULL Board.

(3) **RICK OCHOA, CASE NO. 04-2373BA**

Appeal for determination of back salary, benefits and interest

**Classification:** Youth Correctional Officer

**Department:** Department of the Youth Authority

Proposed decision rejected January 24, 2006.

Transcript prepared.

Oral argument heard April 4, 2006, Sacramento.

Case ready for decision by FULL Board

**(4) EDUARDO PEREZ, CASE NO. 05-0763A**

Appeal from five percent reduction in salary for six months

**Classification:** Parole Agent I (Adult Parole)

**Department:** Department of Corrections and Rehabilitation

Proposed decision rejected November 1, 2005.

Transcript prepared.

Pending oral argument February 7-8, 2006, Los Angeles.

Oral argument continued.

Oral argument (written record) submitted May 2, 2006,  
Los Angeles.

Case ready for decision by FULL Board.

**B. CASES PENDING**

**ORAL ARGUMENTS**

**(1) PRECILLA CALAUNAN, CASE NO. 05-1737RPA**

Appeal from dismissal

**Classification:** Psychiatric Technician Assistant

**Department:** Department of Developmental Services

**(2) PAUL CHATHAM, CASE NO. 05-1287A**

**SARAH WIRTH, CASE NO. 05-1599A**

Appeal from five percent reduction in salary for six months and  
two work days suspension

**Classification:** Correctional Lieutenant and Correctional Sergeant

**Department:** Department of Corrections and Rehabilitation

**C. CHIEF COUNSEL RESOLUTIONS**

**(1) CHRISTOPHER FLYNN, CASE NO. 05-1733**

Appeal from rejection from probation

**Classification:** Registered Nurse CF

**Department:** Department of Corrections and Rehabilitation

Request for Order to show cause against the Department of  
Corrections and Rehabilitation for failure to comply with Board  
Order.

**(2) HABTNESH EZRA, CASE NO. 05-1286**

Appeal from 30 work days suspension

**Classification:** Nurse Evaluator II, DHS

**Department:** Department of Health Services

Withdrawal of action or appeal

**COURT REMANDS**

This case has been remanded to the Board by the court for further Board action.

**NONE**

**STIPULATIONS**

These stipulations have been submitted to the Board for Board approval, pursuant to Government Code, section 18681.

**NONE**

**D. ADMINISTRATIVE LAW JUDGE'S (ALJ) PROPOSED DECISIONS**

**PROPOSED DECISIONS**

These are ALJ proposed decisions submitted to the Board for the first time.

- (1) TODD ACOSTA, CASE NO. 05-3444**  
Appeal from dismissal  
**Classification:** Correctional Officer  
**Department:** Department of Corrections and Rehabilitation
- (2) JOHN CALINDAS, CASE NO. 06-0287**  
Appeal from five percent reduction in salary for one year  
**Classification:** Youth Correctional Counselor  
**Department:** Department of Corrections and Rehabilitation
- (3) BECKY CHIRIGOTIS, CASE NOS. 05-2115E, 05-2275 and 05-3110**  
Appeal from reasonable accommodation complaint, five working days' suspension and 20 working days' suspension  
**Classification:** Program Technician II  
**Department:** Employment Development Department
- (4) GREG DALLMAN, CASE NO. 05-0137**  
Appeal from dismissal  
**Classification:** Correctional Officer  
**Department:** Department of Corrections and Rehabilitation
- (5) ERIC FERREIRA, CASE NO. 05-2888**  
Appeal from dismissal  
**Classification:** Staff Services Analyst  
**Department:** Department of Consumer Affairs

- (6) **DEYANIRA MOLINA, CASE NO. 05-1567**  
Appeal from dismissal  
**Classification:** Housing Finance Specialist  
**Department:** California Housing Finance Agency
- (7) **EULALIO MONCADA, CASE NO. 05-0668**  
Appeal from demotion  
**Classification:** Inspector of Automotive Equipment  
**Department:** Department of General Services
- (8) **THOMAS PIPES, CASE NO. 04-2839**  
Appeal from dismissal  
**Classification:** Teacher (High School-Physical Education)  
(Correctional Facility)  
**Department:** Department of Corrections and Rehabilitation
- (9) **GLORIA ROBLEDO, CASE NO. 06-0049**  
Appeal from five percent reduction in salary for 12 months  
**Classification:** Correctional Lieutenant  
**Department:** Department of Corrections and Rehabilitation
- (10) **BRIAN SHURTLEFF, CASE NO. 06-0050**  
Appeal from five percent reduction in salary for three months  
**Classification:** Plant Quarantine Supervisor I  
**Department:** Department of Food and Agriculture
- (11) **SHERRI VAN DUYN, CASE NO. 05-1605**  
Appeal from dismissal  
**Classification:** Material and Stores Supervisor I  
**Department:** Department of Corrections and Rehabilitation
- (12) **GERALD WILLIAMS, CASE NO. 04-1783**  
Appeal for reinstatement  
**Classification:** Correctional Officer  
**Department:** Department of Corrections and Rehabilitation

**PROPOSED DECISIONS TAKEN UNDER SUBMISSION AT PRIOR MEETING**

These are ALJ proposed decisions taken under submission at a prior Board meeting, for lack of majority vote or other reason.

**NONE**



July 11, 2006

**PROPOSED DECISIONS AFTER BOARD REMAND**

**(13) FELIX RAYGOZA, CASE NO. 05-1577R**

Appeal from dismissal

**Classification:** Motor Vehicle Field Representative

**Department:** Department of Motor Vehicles

**PROPOSED DECISIONS AFTER SPB ARBITRATION**

NONE

**E. PETITIONS FOR REHEARING**

**ALJ PROPOSED DECISIONS ADOPTED BY THE BOARD**

The Board will vote to grant or deny a petition for rehearing filed by one or both parties, regarding a case already decided by the Board.

**(1) CLAIRE HAMILTON, CASE NO. 02-2951P**

Appeal from whistleblower retaliation complaint

**Classification:** Staff Services Analyst

**Department:** Exposition and State Fair

Petition for rehearing filed by appellant to be granted or denied.

**(2) RAYMOND HOLM, CASE NO. 05-0512P**

Appeal from demotion

**Classification:** Fire Captain

**Department:** Department of Forestry and Fire Protection

Petition for rehearing filed by appellant to be granted or denied.

**(3) REVONNA ROPER, CASE NO. 03-2724P**

Appeal from rejection during probation

**Classification:** Personnel Technician I

**Department:** Department of Transportation

Petition for rehearing filed by appellant to be granted or denied.

**(4) STEPHANIE WILSON, CASE NO. 05-1880P**

Appeal from ten percent reduction in salary for six months

**Classification:** Fire Apparatus Engineer

**Department:** Department of Forestry and Fire Protection

Petition for rehearing filed by appellant to be granted or denied.

**WHISTLEBLOWER NOTICE OF FINDINGS**

The Board will vote to grant or deny a petition for rehearing filed by one or both parties, regarding a Notice of Findings issued by the Executive Officer under Government Code, section 19682 et seq. and Title 2, California Code of Regulations, section 56 et seq.

NONE

**F. PENDING BOARD REVIEW**

These cases are pending preparation of transcripts, briefs, or the setting of oral argument before the Board.

**(1) DANNY BROWN, CASE NO. 05-2209A**

Appeal from dismissal

**Classification:** Correctional Officer

**Department:** Department of Corrections and Rehabilitation

Proposed decision rejected April 4, 2006.

Transcript prepared.

Pending oral argument August 8-9, 2006, Los Angeles

**(2) PRECILLA CALAUNAN, CASE NO. 05-1737RPA**

Appeal from dismissal

**Classification:** Psychiatric Technician Assistant

**Department:** Department of Developmental Services

Petition for Rehearing granted March 8, 2006.

Transcript prepared.

Pending oral argument July 11-12, 2006, Sacramento.

**(3) PAUL CHATHAM, CASE NO. 05-1287A**

**SARAH WIRTH, CASE NO. 05-1599A**

Appeal from five percent reduction in salary for six months and two work days suspension

**Classification:** Correctional Lieutenant and Correctional Sergeant

**Department:** Department of Corrections and Rehabilitation

Proposed decision rejected May 2, 2006.

Transcript prepared.

Pending oral argument July 11-12, 2006, Sacramento.

**(4) JACK FRIEDMAN, M.D., CASE NO. 05-2596A**

**JOHN S. COLOCOUSIS, M.D., CASE NO. 05-2592A**

Appeal from formal reprimand and formal reprimand and five work days suspension

**Classification:** Physician and Surgeon, Correctional Facility

**Department:** Department of Corrections and Rehabilitation

Proposed decision rejected June 6, 2006.

Pending transcript.

- (5) **GAIL GARCIA, CASE NO. 05-3030A**  
Appeal from constructive demotion  
**Classification:** Office Technician  
**Department:** Department of Developmental Services  
  
Proposed decision rejected May 2, 2006.  
Transcript prepared.  
Pending oral argument August 8-9, 2006, Los Angeles.
- (6) **RAYMOND GURULE, CASE NO. 05-1351A**  
Appeal from dismissal  
**Classification:** Youth Correctional Officer  
**Department:** Department of the Youth Authority  
  
Proposed decision rejected April 4, 2006.  
Transcript prepared.  
Pending oral argument August 8-9, 2006, Los Angeles.  
Oral argument continued.  
Pending oral argument September 5-6, 2006, Sacramento.
- (7) **LEE KENDRICK, CASE NO. 04-1620PA**  
Appeal from dismissal  
**Classification:** Transportation Surveyor  
**Department:** Department of Transportation  
  
Petition for Rehearing granted April 4, 2006.  
Transcript prepared.  
Pending oral argument August 8-9, 2006, Los Angeles
- (8) **CHAD LOOK, CASE NO. 04-1789APB**  
Appeal for back pay  
**Classification:** Correctional Officer  
**Department:** Department of Corrections and Rehabilitation  
  
Proposed decision rejected June 21, 2006.  
Pending transcript.
- (9) **TIFFANY MIRANDA, CASE NO. 05-4330A**  
Appeal from dismissal  
**Classification:** Custodian Supervisor II  
**Department:** Department of Corrections and Rehabilitation  
  
Proposed decision rejected June 21, 2006.  
Pending transcript.

July 11, 2006

**(10) JONATHAN SILVERMAN, CASE NO. 05-0078A**

Appeal from dismissal

**Classification:** Workers' Compensation Payroll Auditor

**Department:** State Compensation Insurance Fund

Proposed decision rejected May 23, 2006.

Pending transcript.

**(11) RAYMOND SLEDGE, CASE NO. 04-2809PA**

Appeal from dismissal

**Classification:** Youth Correctional Counselor

**Department:** Department of the Youth Authority

Petition for Rehearing granted March 8, 2006.

Transcript prepared.

Pending oral argument August 8-9, 2006, Los Angeles.

**(12) JAMES STEED, CASE NO. 05-0207PA**

Appeal from constructive medical suspension

**Classification:** Facility Captain

**Department:** Department of Corrections and Rehabilitation

Petition for Rehearing granted March 8, 2006.

Transcript prepared.

Pending oral argument August 8-9, 2006, Los Angeles.

**24. NON-EVIDENTIARY CASES**

**A. WITHHOLD APPEALS**

Cases heard by a Staff Hearing Officer, a managerial staff member of the State Personnel Board or investigated by Appeals Division staff. The Board will be presented recommendations by a Staff Hearing Officer or Appeals Division staff for final decision on each appeal.

**WITHHOLD FROM CERTIFICATION**  
**CASES HEARD BY A STAFF HEARING OFFICER**

**NONE**

**WITHHOLD FROM CERTIFICATION**  
**CASES NOT HEARD BY A STAFF HEARING OFFICER**

**(1) LISA BOOCKS, CASE NO. 05-1968**

**Classification:** Correctional Officer

**Department:** Department of Corrections and Rehabilitation

**Issue:** Suitability; furnished inaccurate information and omitted pertinent information.

July 11, 2006

- (2) **ANGEL CASTANEDA, CASE NO. 05-1763**  
**Classification:** Correctional Officer  
**Department:** Department of Corrections and Rehabilitation  
**Issue:** Suitability; omitted pertinent information, furnished inaccurate information and had a negative employment record.
- (3) **CHEMELIA CRIBBS, CASE NO. 05-2107**  
**Classification:** Youth Correctional Counselor  
**Department:** Department of Corrections & Rehabilitation  
**Issue:** Suitability, omitted pertinent information, furnished inaccurate information, had a negative employment and driving record and non-compliance issues.
- (4) **RICHARD ELLIS, JR., CASE NO. 05-1608**  
**Classification:** Youth Correctional Officer  
**Department:** Department of Corrections and Rehabilitation  
**Issue:** Suitability; a negative driving record and failure to meet legal obligations.
- (5) **JOSEPH GARCIA, CASE NO. 05-2108**  
**Classification:** Correctional Officer  
**Department:** Department of Corrections & Rehabilitation  
**Issue:** Suitability; furnished inaccurate information and a negative employment record.
- (6) **SANTIAGO GONZALEZ, CASE NO. 05-2109**  
**Classification:** Youth Correctional Counselor  
**Department:** Department of Corrections & Rehabilitation  
**Issue:** Suitability; negative law enforcement contacts, negative driving and failure to meet legal obligations.
- (7) **SANDY KAMEI, CASE NO. 05-1981**  
**Classification:** Correctional Officer  
**Department:** Department of Corrections and Rehabilitation  
**Issue:** Suitability; a negative employment record.
- (8) **JOSHUA MAHANEY, CASE NO. 05-1982**  
**Classification:** Correctional Officer  
**Department:** Department of Corrections & Rehabilitation  
**Issue:** Suitability; omitted pertinent information and a negative driving record.
- (9) **HENRY MEIER, CASE NO 05-1883**  
**Classification:** Youth Correctional Officer  
**Department:** Department of Corrections & Rehabilitation  
**Issue:** Suitability; omitted pertinent information, furnished inaccurate information and had a negative employment record.

- (10) **ANDRES PARTIDA, CASE NO. 05-1391**  
**Classification:** Youth Correctional Officer  
**Department:** Department of Corrections and Rehabilitation  
**Issue:** Suitability; furnished inaccurate information and had a negative driving and employment record.
- (11) **FERNANDO PITONES, CASE NO. 05-1896**  
**Classification:** Correctional Officer  
**Department:** Department of Corrections and Rehabilitation  
**Issue:** Suitability; furnished inaccurate information.
- (12) **HILDEGARD RAMSEY, CASE NO. 05-0596**  
**Classification:** Medical Technical Assistant-Psychiatric (MTA-P)  
**Department:** Department of Corrections and Rehabilitation  
**Issue:** Suitability; a negative employment record.
- (13) **GUSTAVO SANCHEZ, CASE NO. 05-2292**  
**Classification:** Youth Correctional Counselor  
**Department:** Department of Corrections and Rehabilitation  
**Issue:** Suitability; omitted pertinent information, furnished inaccurate information, had a negative employment and driving record and non-compliance with legal obligations.
- (14) **ROBERT SHARPE, CASE NO. 05-1168**  
**Classification:** Correctional Officer  
**Department:** Department of Corrections and Rehabilitation  
**Issue:** Suitability; omitted pertinent information, furnished inaccurate information, a negative employment and driving record and arrest/conviction record.
- (15) **SANDRA SIMPSON, CASE NO. 05-1673**  
**Classification:** Medical Technical Assistant-Psychiatric (MTA-P)  
**Department:** Department of Corrections and Rehabilitation  
**Issue:** Suitability; omitted pertinent information, furnished inaccurate information.
- (16) **VINCENT STANLEY, CASE NO. 05-1916**  
**Classification:** Youth Correctional Counselor  
**Department:** Department of Corrections & Rehabilitation  
**Issue:** Suitability; furnished inaccurate information, had a negative employment record and failed to meet his legal obligations.
- (17) **JEFFERY WALTRIP, CASE NO. 05-1686**  
**Classification:** Correctional Officer  
**Department:** Department of Corrections and Rehabilitation  
**Issue:** Suitability; omitted pertinent information, negative law enforcement contacts and arrest/conviction record.

July 11, 2006

- (18) **MARLON WASHINGTON, CASE NO. 05-1685**  
**Classification:** Correctional Officer  
**Department:** Department of Corrections and Rehabilitation  
**Issue:** Suitability; omitted pertinent information, furnished inaccurate information and a negative employment record.
- (19) **TERRELL WHITE, CASE NO. 05-1918**  
**Classification:** Correctional Officer  
**Department:** Department of Corrections and Rehabilitation  
**Issue:** Suitability; omitted pertinent information and furnished inaccurate information.
- (20) **MATTHEW WIGGINS, CASE NO. 05-2291**  
**Classification:** Correctional Officer  
**Department:** Department of Corrections and Rehabilitation  
**Issue:** Suitability; education claims.
- (21) **JOHNNY WILLIAMS, CASE NO. 05-1915**  
**Classification:** Youth Correctional Counselor  
**Department:** Department of Corrections and Rehabilitation  
**Issue:** Suitability; omitted pertinent information, negative driving, military record, negative law enforcement contacts, arrest/conviction record and failure to meet legal obligations.

**B. MEDICAL AND PSYCHOLOGICAL SCREENING APPEALS**

Cases heard by a Staff Hearing Panel comprised of a managerial staff member of the State Personnel Board and a medical professional. The Board will be presented recommendations by a Hearing Panel on each appeal.

- (1) **LISA COSME, CASE NO. 05-1133**  
**Classification:** Correctional Officer  
**Department:** Department of Corrections and Rehabilitation  
**Issue:** Appellant disqualified from employment as a Correctional Officer.

**C. EXAMINATION APPEALS**  
**MINIMUM QUALIFICATIONS**  
**MERIT ISSUE COMPLAINTS**

Cases heard by a Staff Hearing Officer, a managerial staff member of the State Personnel Board or investigated by Appeals Division staff. The Board will be presented recommendations by a Staff Hearing Officer or Appeals Division staff for final decision on each appeal.

**NONE**

**D.    RULE 211 APPEALS  
      RULE 212 OUT OF CLASS APPEALS  
      VOIDED APPOINTMENT APPEALS**

Cases heard by a Staff Hearing Officer, or a managerial staff member of the State Personnel Board. The Board will be presented recommendations by a Staff Hearing Officer for final decision on each appeal.

**NONE**

**E.    REQUEST TO FILE CHARGES CASES**

Investigated by Appeals Division staff. The Board will be presented recommendations by Appeals Division staff for final decision on each request.

- (1)    JILL ABERNATHY, CASE NO. 05-0036**  
      **Classification:** Landscape Maintenance Worker  
      **Department:** Department of Transportation  
      **Issue:** The charging party requests to file charges against employees of the Department of Transportation

**PETITIONS FOR REHEARING CASES**

**NONE**



July 11, 2006

**SUBMITTED**

**1. TEACHER STATE HOSPITAL (SEVERELY), ETC.**

Departments of Mental Health and Developmental Services. (Hearing held December 3, 2002.)

**2. VOCATIONAL INSTRUCTOR (SAFETY)(VARIOUS SPECIALTIES)**

Departments of Mental Health and Developmental Services. (Hearing held December 3, 2002.)

**3. TELEVISION SPECIALIST (SAFETY)**

The Department of Corrections proposes to establish the new classification Television Specialist (Safety) by using the existing Television Specialist class specification and adding "Safety" as a parenthetical to recognize the public aspect of their job, additional language will be added to the Typical Tasks section of the class specification and a Special Physical Characteristics section will be added. (Presented to Board March 4, 2003.)

**4. HEARING – Personal Services Contract #04-03**

Appeal of the California State Employees Association from the Executive Officer's April 15, 2004, Approval of Master Contracts between the California Department of Corrections and Staffing Solutions, CliniStaff, Inc., Staff USA, Inc., CareerStaff Unlimited, MSI International, Inc., Access Medical Staffing & Service, Drug Consultants, Infinity Quality Services Corporation, Licensed Medical Staffing, Inc., Morgan Management Services, Inc., Asereth Medical Services, and PrideStaff dba Rx Relief. (Hearing held August 12, 2004.)

**5. HEARING**

Proposed new and revised State Personnel Board Regulations effecting equal opportunity, discrimination complaints and reasonable accommodation policies and procedures. (Hearing held July 7, 2004.)

**6. RICK OCHOA, CASE NO. 04-2373B**

Appeal for determination of back salary, benefits and interest. Youth Correctional Officer. Department of the Youth Authority. (Oral argument held April 4, 2006.)

**7. ALEJANDRO GILL, CASE NO. 05-0054RA**

Appeal from dismissal. Correctional Officer. Department of Corrections and Rehabilitation. (Oral argument held May 2, 2006.)

**8. JUDY JOHNSON, CASE NO. 05-1367A**

Appeal from automatic resignation. Motor Vehicle Field Representative. Department of Motor Vehicles. (Oral argument, Written Record submitted May 2, 2006.)

**9. EDUARDO PEREZ, CASE NO. 05-0763A**

Appeal from five percent reduction in salary for six months. Parole Agent I (Adult Parole). Department of Corrections and Rehabilitation. (Oral argument, Written Record submitted May 2, 2006.)

**NOTICE OF GOVERNMENT CODE SECTION 18671.1 RESOLUTION**

Since Government Code section 18671.1 requires that cases pending before State Personnel Board Administrative Law Judges (ALJ's) be completed within six months or no later than 90 days after submission of a case, whichever is first, absent the publication of substantial reasons for needing an additional 45 days, the Board hereby publishes its substantial reasons for the need for the 45-day extension for some of the cases now pending before it for decision.

An additional 45 days may be required in cases that require multiple days of hearings, that have been delayed by unusual circumstances, or that involve any delay generated by either party (including, but not limited to, submission of written briefs, requests for settlement conferences, continuances, discovery disputes, pre-hearing motions). In such cases, six months may be inadequate for the ALJ to hear the entire case, prepare a proposed decision containing the detailed factual and legal analysis required by law, and for the State Personnel Board to review the decision and adopt, modify or reject the proposed decision within the time limitations of the statute.

Therefore, at its next meeting, the Board will issue the attached resolution extending the time limitation by 45 days for all cases that meet the above criteria, and that have been before the Board for less than six months as of the date of the Board meeting.

**GOVERNMENT CODE SECTION 18671.1 RESOLUTION**

**WHEREAS**, Section 18671.1 provides that, absent waiver by the appellant, the time period in which the Board must render its decision on a petition pending before it shall not exceed six months from the date the petition was filed or 90 days from the date of submission; and

**WHEREAS**, Section 18671.1 also provides for an extension of the time limitations by 45 additional days if the Board publishes substantial reasons for the need for the extension in its calendar prior to the conclusion of the six-month period; and

**WHEREAS**, the Agenda for the instant Board meeting included an item titled "Notice of Government Code section 18671.1 Resolution" which sets forth substantial reasons for utilizing that 45-day extension to extend the time to decide particular cases pending before the Board;

**WHEREAS**, there are currently pending before the Board cases that have required multiple days of hearing and/or that have been delayed by unusual circumstances or by acts or omissions of the parties themselves;

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED** that the time limitations set forth in Government Code section 18671.1 are hereby extended an additional 45 days for all cases that have required multiple days of hearing or that have been delayed by acts or omissions of the parties or by unusual circumstances and that have been pending before the Board for less than six months as of the date this resolution is adopted.

\* \* \* \* \*



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(Cal. 07/11/06)

TO: Members  
State Personnel Board

FROM: State Personnel Board - Legislative Office

SUBJECT: LEGISLATION

There is no written legislative report at this time. I will give a verbal presentation on any legislative action that has taken place that will be of interest to the Board.

Please contact me directly should you have any questions or comments regarding any bills that you may have an interest in. I can be reached at (916) 653-0453.

A handwritten signature in cursive script that reads 'Sherry A. Evans'.

Sherry Evans  
Director of Legislation

**STATE PERSONNEL BOARD**

**NON-HEARING CALENDAR**

**RE: BOARD DATE JULY 11, 2006**

(Cal. 07/11/06)

**MEMO TO :** STATE PERSONNEL BOARD

**FROM :** KAREN COFFEE, Chief, Merit Employment and  
Technical Resources Division

**SUBJECT :** Non-Hearing Calendar Items for Board Action

The staff has evaluated these items and recommend the following actions be taken:

- A. BOARD ITEMS PRESENTED BY STATE PERSONNEL BOARD OR DEPARTMENT OF PERSONNEL ADMINISTRATION TO ESTABLISH, REVISE OR ABOLISH CLASSIFICATIONS, ALTERNATE RANGE CRITERIA, ETC.**

**NONE**

- B. ABOLISHMENT OF CLASSES THAT HAVE HAD NO INCUMBENTS FOR MORE THAN TWO YEARS. DEPARTMENTS THAT UTILIZE THE CLASS AS WELL AS THE APPROPRIATE UNION HAVE NO OBJECTION TO THE ABOLISHMENT OF THESE CLASSES. WHEN CLASSES ARE PROPOSED TO BE ABOLISHED WHICH ARE PART OF A CLASS SERIES, AND OTHER CLASSES WITHIN THE SERIES WILL CONTINUE TO BE USED, THE CLASS SPECIFICATION IS INCLUDED IN THE BOARD ITEM.**

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<b>Title</b>	<b>Class Code</b>
Service Assistant (Toll Collection)	1709
CalTRANS Accounting Administrator IV	6776
Labor Compliance Officer Division of Highways	9503
Senior Highway Outdoor Advertising Inspector	8850
Senior Legislative Clerk	1319
Operations Security Officer	4230
Calculating Machine Operator – Key Driven	1433
Service Assistant – EDP Operations	1356
*Supervising Aviation Consultant	5626

*\* Indicates classes which are part of a class series. Only the classifications listed above will be abolished. The revised class specification for the series noting the elimination of the abolished class has been included in this board item.*

## CALIFORNIA STATE PERSONNEL BOARD

## SPECIFICATION

AVIATION CONSULTANT  
Series Specification  
(Established January 12, 1972)

SCOPE

This series specification describes ~~five~~ four Aviation Consultant classes used in the Division of Aeronautics, Department of Transportation.

<u>Schem</u> <u>Code</u>	<u>Class</u> <u>Code</u>	<u>Class</u>
LZ89	5554	Junior Aviation Consultant
LZ90	5673	Assistant Aviation Consultant
LZ80	5672	Associate Aviation Consultant
LZ75	5598	Senior Aviation Consultant
<del>LZ85</del>	<del>5626</del>	<del>Supervising Aviation Consultant</del>

DEFINITION OF SERIES

The Aviation Consultant series describes work concerned with providing consultation to the public, local agencies, and industry concerning airport/heliport planning, operations, management, and development and enforcing applicable rules and regulations of the Division of Aeronautics, Department of Transportation.

Aviation Consultants advise and assist the public, local agencies, and industry on the technical aspects of airport/heliport planning, development, land use regulations, operations and management, and State and Federal programs of financial assistance to airport development; participate in the preparation of aviation system plans; perform aviation related studies and projects; participate in policy development and implementation; meet with and maintain liaison with aviation groups, civic organizations, and officials of local agencies to assist in developing coordinated community interest in air transportation through the airport/heliport development and planning, aviation education, and aviation safety programs of the Department of Transportation; study proposed airport/heliport sites and make recommendations as to the issuance of permits; conduct safety and noise studies of proposed school sites near existing airports and make recommendations to the State Department of Education; review proposed airport development projects submitted by local agencies requesting State financial assistance and recommend allocation of State funds; evaluate existing airports/heliports to determine physical condition and safety status, and recommend development needs; consult with Aerospace Education representatives on related program development; review and evaluate for impact on aviation safety proposals for construction of buildings and other structures which may affect air

navigation; consult with and make recommendations to the Federal Aviation Administration on matters affecting the safe and efficient utilization of airspace; evaluate approaches to airports/heliports; conduct aerial photography flights; prepare special studies and reports for the Director, the Governor, and the Legislature; promote the development of recreational landing sites and special radio-navigation aids; address interested groups on various phases of the Department's aeronautics programs; prepare reports and dictate correspondence; and may operate aircraft to accomplish all or part of the required responsibilities of this series.

#### JUNIOR AVIATION CONSULTANT

This is the entry and trainee level. Under close supervision, in a learner capacity, incumbents perform the less responsible and difficult work within the aeronautics programs.

#### ASSISTANT AVIATION CONSULTANT

This is the first journey level. Under general supervision, incumbents are typically given consulting assignments of average difficulty and have responsibilities for aeronautics activities. Incumbents work independently or with others to do special studies of average difficulty or to have charge of a segment of the Department's activities related to aeronautics and they also have a regulatory role in enforcing aeronautics laws and regulations, and do other related work.

#### ASSOCIATE AVIATION CONSULTANT

This is the full journey level. Incumbents may work independently or in a lead capacity. Under direction, incumbents are assigned the more complex responsibilities for aeronautics program activities. They provide technical assistance to local agencies and airport/heliport operators in the planning, development, and operation of airports/heliports, and perform the more difficult tasks involved in the promotion and development of aeronautics and the aviation industry in California. They also have a regulatory role in enforcing aeronautics laws and regulations. Incumbents provide information on the Department's aeronautical programs to the public, local agencies, industry, special interest groups, the Legislature, and other State agencies; and are responsible for complex special studies or a major segment of the Department's activities relating to aeronautics; and do other related work.



## SENIOR AVIATION CONSULTANT

This is the full supervisory level. Under general direction, incumbents may be responsible for planning, organizing, and directing several major elements of the aeronautics program and perform the most complex special studies concerning a particular element of the aeronautics program. Incumbents at this level participate in the formulation of aviation policy; and do other related work.

~~SUPERVISING AVIATION CONSULTANT~~

~~This is the program manager level. Under general direction, incumbents assist in planning, organizing, developing and directing the program aspects of the Division of Aeronautics and the statewide aeronautics program as related to the Department of Transportation and do other related work.~~

MINIMUM QUALIFICATIONS

## JUNIOR AVIATION CONSULTANT

A private pilot's certificate.

and

Education: Equivalent to graduation from college. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.) (Additional aviation related qualifying experience such as that described under Pattern II of the Assistant Aviation Consultant may be substituted for the required education on the basis of one year of experience being equivalent to one year of education.)

## ASSISTANT AVIATION CONSULTANT

A private pilot's certificate with an airplane and instrument rating.  
and

Either I

One year in the California state service performing the duties of a Junior Aviation Consultant.

Or II

Experience: Two years of responsible experience in airport operations, planning, development, or management involving the interpretation or implementation of aeronautical development policies. (Experience in the California state service applied toward this requirement must be performing the duties of a class at a level of responsibility at least equivalent to Junior Aviation Consultant.)  
and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on the basis of one year of experience being equivalent to one year of education.)

#### ASSOCIATE AVIATION CONSULTANT

Commercial pilot's certificate with an airplane and an instrument rating. and

##### Either I

One year of experience in the California state service performing the duties of an Assistant Aviation Consultant.

##### Or II

Experience: Three years of responsible experience in airport operations, planning, development, or management involving the interpretation or implementation of aeronautical development policies. (Experience in the California state service applied toward this requirement must be performing the duties of a class at a level of responsibility at least equivalent to an Assistant Aviation Consultant.) and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on the basis of one year of experience being equivalent to one year of education.)

#### SENIOR AVIATION CONSULTANT

A commercial pilot's certificate with an airplane and instrument rating. and

##### Either I

1. One year of experience in the California state service performing the duties of an Associate Aviation Consultant; or
2. Two years of experience in the California state service performing the duties of an Assistant Aviation Consultant.

##### Or II

Experience: Four years of responsible experience in airport operations, planning, development, or management involving the interpretation or implementation of aeronautical development policies. (Experience in the California state service applied toward this requirement must include at least one year performing the duties of a class at a level or responsibility equivalent to Associate Aviation Consultant or two years performing the duties of a class at a level of responsibility equivalent to Assistant Aviation Consultant.) and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on the basis of one year of experience being equivalent to one year of education.)

#### ~~SUPERVISING AVIATION CONSULTANT~~

~~A commercial pilot's certificate with an airplane and instrument rating. and~~

#### ~~Either I~~

- ~~1. One year of experience in the California state service performing the duties of a Senior Aviation Consultant; or~~
- ~~2. Two years of experience in the California state service performing the duties of an Associate Consultant.~~

#### ~~Or II~~

~~Experience: Five years of responsible experience in airport operations, planning, development, or management involving the interpretation or implementation of aeronautical development policies. (Experience in the California state service applied toward this requirement must include at least one year performing the duties of a class at a level of responsibility equivalent to Senior Aviation Consultant or two years performing the duties of a class at a level of responsibility equivalent to Associate Aviation Consultant.) and~~

~~Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on the basis of one year of experience being equivalent to one year of education.)~~

#### KNOWLEDGE AND ABILITIES

##### JUNIOR AVIATION CONSULTANT

Knowledge of: The primary techniques and skills used in flying an aircraft; and effective public information techniques.

Ability to: Gather, compile, analyze, and interpret data; reason logically; communicate effectively orally and in writing; and develop and evaluate alternatives.

##### ASSISTANT AVIATION CONSULTANT

Knowledge of: All of the above, and principles and practices in the organization of management of aviation facilities; flight techniques and skills used in flying an aircraft; and Federal and State Aviation Regulations.

Ability to: Do all of the above, and stimulate community interest and participate in establishing and maintaining an aeronautical program adapted to local needs; recognize potentially hazardous conditions at airports/heliports, in approaches to airports/heliports, and flight patterns; secure cooperation and maintain effective working relationships with persons interested in aeronautical programs; encourage, inspire, and coordinate various work programs of numerous committees and public and private agencies; prepare clear and concise correspondence and reports; and analyze situations accurately and take effective action.

#### ASSOCIATE AVIATION CONSULTANT

Knowledge of: All of the above, and principles and practices in the planning and developing of airport systems; administration of the California financial airport aid systems; provisions of the Federal Airport Grant Program; California law as it applies to aeronautics; and general principles of the operation of State, county, city, and special government districts in California.

Ability to: Do all of the above, and identify the need for and provide creative thinking related to complex aviation problems.

#### SENIOR AVIATION CONSULTANT

Knowledge of: All of the above, and principles and trends in air transportation; principles and techniques of effective personnel management and supervision; principles of program budgeting; and a Supervisor's role in affirmative action equal opportunity, safety and health, and labor relations, and the processes available to meet these program objectives.

Ability to: Do all of the above, and plan, organize, and direct the work of others; present the Department's views and recommendations to the Legislature on aviation matters; plan and recommend budgeting for the Division's program goals; and effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

#### ~~SUPERVISING AVIATION CONSULTANT~~

~~Knowledge of: All of the above, and principles and practices of public administration, including organization, budgeting and staff development, executive and legislative functions and relationships of California state government, a manager's role in affirmative action, safety, health, and labor relations, and the processes available to meet these program objectives.~~

~~Ability to: Do all of the above, and plan, organize and direct all of the activities of the Division; represent the Department on aviation matters before the public, the Legislature, and other governmental agencies.~~

ADDITIONAL DESIRABLE QUALIFICATIONS

ALL LEVELS:

Demonstrated interest in and enthusiasm for the development of aeronautics; willingness to travel throughout the State; and willingness to accept assignments in offices throughout the State.

CLASS HISTORY

<u>Class</u>	<u>Date Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
Junior Aviation Consultant	5/20/86	--	--
Assistant Aviation Consultant	6/18/54	5/20/86	5/20/86
Associate Aviation Consultant	1/24/48	5/20/86	5/20/86
Senior Aviation Consultant	9/26/68	5/20/86	5/20/86
<del>Supervising Aviation Consultant</del>	<del>7/11/73</del>	<del>5/20/86</del>	<del>5/20/86</del>

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(Cal. 07/11/06)

**MEMO TO** : STATE PERSONNEL BOARD

**FROM** : KAREN COFFEE, Chief, Merit Employment and  
Technical Resources Division

**SUBJECT** : Staff Calendar Items for Board Information

**NONE PRESENTED**